

Texas Juvenile Justice Department

REQUEST TO USE TJJD FUNDS TO ATTEND OUT-OF-STATE TRAINING

Name of Red	ηuester:			Date:			
Event Name	 :						
Event Promo	oter:						
Registration	Fee:	Location:					
Dates:							
Estimated tra	avel expenses tota	al					
Airfare	Airport Parking Renta		al Car N	Mileage	Lodging	Meals	*Other
Other					Total Costs		
Number of st	taff requesting to a	attend:					
Training topic	c(s): Attach ever	nt agend	la indica	ating sessions	that will be a	ttended.	
Explanation of	of necessity to trav	vel out o	of state to	o receive this	training:		
						For TJJ	D Use Only